

INTRODUCTION

The **Medical Department Accessions Directorate (MDAD)** has oversight for the Navy's medical accessions programs including: the Armed Forces Health Professions Scholarship program (AFHPSP), Health Professions Loan Repayment Program (HPLRP), First Year Graduate Medical Education (FYGME), Financial Assistance Program (FAP) and Navy Active Duty Delay for Specialist (NADDS) Program. The Directorate is the central point of contact/representatives on medical accessions issues for DOD agencies and numerous national medical organizations. The Directorate is also responsible for the management and the execution of a multi-million dollar budget.

This handbook will focus on the Navy's AFHPSP. AFHPSP offers qualified students full tuition for school, a monthly stipend, and reimbursement for books and various required equipment and fees. In return, students serve as active duty medical, dental or medical service corps officers (for a minimum of three years). Scholarship recipients also attend a 45-day (consecutive days) Active Duty for Training (AT) tour for every year of scholarship awarded. These ATs range from a required Officer Indoctrination School (OIS) Newport, Rhode Island to numerous choices of rotations at military facilities. During AT, students serve on Active Duty in the rank of Ensign with all attendant obligations, benefits and respect of the rank.

Please take the time and read this handbook. If after reading this handbook, you have any questions, please feel free to contact us. We also invite your suggestions. ***Please correspond by email or fax, when possible, as this is our most efficient way to answer your queries.*** Phone numbers and hours of operation are listed below:

TELEPHONE NUMBERS/DEPARTMENTS (See website)

Mailing Address:

Medical Department Accessions Directorate
NMETC, Bethesda (Code OH)
8901 Wisconsin Ave
Bethesda, MD 20889-5611

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1

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Your website: <http://nshs.med.navy.mil/hpsp/Pages/HPSPHome.htm>

To minimize delays in answering your questions please indicate
what department you wish to contact
<http://nshs.med.navy.mil/hpsp/index.htm>

Phone hours (Eastern Standard Time)
Monday-Friday
0800 - 1600

Please keep this booklet with all of your Armed Forces Health Professions Scholarship (AFHPSP) documents for future reference.

Changes or updated program information will be emailed and/or placed on our website. Access the website often to be informed regarding program changes and subsequent handbook changes.

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2

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THE
ARMED FORCES HEALTH PROFESSIONS
SCHOLARSHIP PROGRAM
NAVY STUDENT'S HANDBOOK
TABLE OF CONTENTS

Chapter	Page
INTRODUCTION	
CHAPTER ONE	
STUDENT ACCOUNTABILITY AND RESPONSIBILITY	
1-1. Origin and Purpose of the Armed Forces Health Professions Scholarship Program (AFHPSP)	6
1-2. Compliance with Policies	6
1-3. Administration of the Scholarship Program	6
1-4. Student Records	7
1-5. Change of Address	7
1-6. Changes in Health or Physical Condition and Navy Height/Weight Standards	7
1-7. Changes in Family Member Status	8
1-8. Identification Cards	8
1-9. Navy Drug Policy	8
CHAPTER TWO	
STIPEND AND TUITION BENEFITS	
2-1. Establishment of Eligibility Date for Benefits	9
2-2. Termination of Benefits	9
2-3. Pro-ration of Benefits	9
2-4. Tuition Payments	10
2-5. AFHPSP Stipend	10
2-6. Taxation of AFHPSP Benefits	11
2-7. Accepting Stipend or Pay from Other Sources	11
CHAPTER THREE	
REIMBURSEMENTS	
3-1. General Information	13
3-2. Items Authorized for Reimbursement	13
3-3. Items <u>NOT</u> Authorized for Reimbursement	15

3-4.	Instructions for Submitting Reimbursement Claims	
	15	
3-5.	Instructions for claiming reimbursements	16
3-6.	Reimbursement Claims	17

CHAPTER FOUR

SPECIAL INFORMATION

4-1.	Leave Without Pay (LWOP)	20
4-2.	Transfer between Academic Institutions	
	21	
4-3.	Program Resignation	21
4-4.	Studies Abroad	22
4-5.	Members with Prior Active-Duty Service	
	23	
4-6.	Government Transportation	23
4-7.	Commissary Privilege Cards	24

CHAPTER FIVE

ANNUAL TRAINING

5-1.	The Purpose of Annual Training (AT)	25
5-2.	Assignment Length	
	25	
5-3.	Assignment Types	25
5-4.	Annual Certificate of Physical Condition	26
5-5.	Height/Weight Requirements	27
5-6.	AT Travel	27
5-7.	Requesting AT	27
5-8.	AT Locations	28
5-9.	AT Orders	28
5-10.	Uniforms	29
5-11.	Uniform Allowance	
	30	
5-12.	Navy Grooming Standards	30
5-13.	Entitlements	30
5-14.	Servicemen's Group Life Insurance (SGLI) and Veteran's Group Life Insurance (VGLI)	32

CHAPTER SIX

GROOMING STANDARDS

6-1.	General Information	34
6-2.	Personal Appearance (Men)	35
6-3.	Personal Appearance (Women)	38

CHAPTER SEVEN

AFHPSP PROFESSIONS LIAISON AND GRADUATE MEDICAL EDUCATION

7-1.	AFHPSP Professional Liaison	42
7-2.	Graduate Medical Education (GME) Application Procedures	42
7-3.	Graduate Medical Education Selection Board (GMESB)	42
7-4.	Factors Considered by the GMESB	42
7-5.	Deferments for GME 43	
7-6.	Notification of GMESB Results	43

CHAPTER EIGHT

GRADUATION AND PROGRAM COMPLETION

8-1.	Commissioning Physical	44
8-2.	Orders and Superseding Appointment	44

GLOSSARY

TERMS	45
--------------	----

APPENDIX A

REIMBURSEMENT CLAIM INSTRUCTIONS FOR EXPENDITURES WHILE ON OFFICIAL BUSINESS (SF FORM1164)	48
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APPENDIX B

HEIGHT/WEIGHT TABLE	50
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APPENDIX C

ORGANIZATIONAL BREAKDOWN 51	
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CHAPTER ONE STUDENT ACCOUNTABILITY AND RESPONSIBILITY

1-1. **Origin and Purpose of the Armed Forces Health Professions Scholarship Program (AFHPSP).** The AFHPSP was created under authority of the Uniformed Services Health Professions Revitalization Act of 1972, and is governed by Department of Defense Directive 1215.14 (February 1975) and SECNAVINST 1520.8A (November 1987). The program's purpose is to obtain adequate numbers of commissioned officers on active duty who are qualified in the various health professions. The Navy provides scholarship support for students undergoing training in the health professions of medicine, osteopathy, dentistry and optometry.

1-2. **Compliance with Policies.** You are obligated to complete your academic program in a satisfactory manner within the time allotted. ***You must keep the AFHPSP informed in writing, at all times concerning matters affecting your standing in the program, including academic failure or change in physical condition.*** You must comply with the instructions and responsibilities outlined in this booklet and in your service agreement as well as those that may be issued from the AFHPSP or other agencies having authority over the management of your program. The following are grounds for immediate termination of Navy support of your academic program with possible recoupment of all monies disbursed on your behalf and/or prosecution under the Uniform Code of Military Justice (UCMJ):

- a. failure to comply with instructions
- b. unsatisfactory academic performance
- c. conduct unbecoming a naval officer
- d. falsification of documents

1-3. **Administration of the Scholarship Program.** The program is administered by Naval Medical Education Training Command (NMETC), (MDAD) ***(referred to in the remainder of this handbook as Code OH is the only contact for all matters pertaining to***

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6

your participation in the scholarship program.) In general, this includes questions and correspondence concerning changes in eligibility dates, transfers to other institutions, medical evaluations, personal problems, requests for leave of absence, extensions, and academic withdrawals. Address all correspondence to:

Medical Department Accessions Directorate
NMETC, Bethesda
Attn: (Code OH)
8901 Wisconsin Ave.
Bethesda, MD 20889-5611

1-4. **Student Records.** Code OH2 maintains your service, health, dental records and other documents related to your participation in the AFHPSP. Keep copies of all correspondence you send to the Navy or the Navy sends to you. In particular, you must always keep copies of the following documents, and have them in your possession when performing Annual Training:

- a. **Physical** (forms DD Form 2807-1 and 2 and DD Form 2808)
- b. **Dependency Application Record of Emergency Data** (also known as a "Page Two"; form NAVPERS 1070/602)
- c. **Annual Certificate of Physical Condition** (form NAVMED-6120)

1-5. **Change of Address.** It is required that you keep Code OH2 informed of your current mailing address, **email** address and telephone number. Correspondence through the mail must include your full name, address, social security number and complete telephone number. Change in your information can be accepted via email, fax, mail and telephone communication. When possible use email and fax as your primary source of communication.

1-6. **Changes in Health or Physical Condition and Navy Height/Weight Standards.**

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7

a. Your complete physical (forms DD Form 2807-1 and 2 and DD Form 2808) is valid for five years from the date obtained. You will be required to obtain a new physical within two years of superseding to Lieutenant (graduation from your school). The complete physical is updated annually with the Annual Certification of Physical Condition (NAVMED 6120 - see Section 5-4).

b. You must report immediately, to Code OH2, any serious illness, period of hospitalization, pregnancy or chronic health problem that causes you to miss class or which may adversely affect your ability to serve on active duty. In addition, you are required to remain within Navy height/weight standards (Appendix D).

1-7. Changes in Family Member Status. At the time your service record was established, a Dependency Application/Record of Emergency Data (form NAVPERS 1070/602, commonly known as a "Page Two") was included. Each time the status of a family member changes due to marriage, divorce, birth or death, you must update your Page Two as follows:

a. Annotate changes in pen and ink on your current copy of your Page Two and forward to Code OH2 with a copy of applicable legal paperwork (i.e., a birth or marriage certificate).

b. Code OH will then prepare a new Page Two and mail it to you for signature. You will be directed to return the original to Code OH2 for maintenance in your service record via mail only.

1-8. Identification Cards. While in the AFHPSP, you are required to maintain in your possession a valid Armed Forces ID Card. Code OH2 will issue you a form DD 1172, which you must take to a Naval Reserve Center to obtain this photo ID.

1-9. Navy Drug Policy.

a. Drug abuse is a major concern in today's Navy. The Navy policy of zero tolerance toward drug abuse stresses the difference between the Navy's operational requirements and

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8

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society in general. It concludes that the Navy cannot afford to be a "mirror of society" regarding drugs. Bottom Line - We Do Not want you if you use drugs!!!!!!!

b. While serving on Annual Training, each participant in the AFHPSP is subject to the current drug policies of the Navy and the Uniform Code of Military Justice. Student status in no way exempts an individual from drug policies and possible screening at any accession site established by the Navy.

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9

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CHAPTER TWO
STIPEND AND TUITION BENEFITS

2-1. **Establishment of Eligibility Date for Benefits.** Code OH2 establishes your eligibility date for AFHPSP benefits based on the date you sign your Oath of Office, the date you sign your AFHPSP Service Agreement or the commencement date of your academic year. ***The latter of these dates will become your benefit start date.***

2-2. **Termination of Benefits.** Your eligibility for scholarship benefits will be terminated on the date you graduate from school or on the date you complete your program requirements if that date precedes your graduation date by 45 days or more.

2-3. **Pro-ration of Benefits.**

a. If your eligibility date for scholarship benefits coincides with your school matriculation date, Code OH will pay stipend, tuition and required fees for the full term.

b. If your eligibility date is effective after you start school, Code OH will pay a portion of the full tuition amount using the following formula.

TOTAL DAYS IN
THE AFHPSP

FULL TERM
X TUITION COST = TUITION PAID BY CODE

OH
TOTAL DAYS IN
SCHOOL TERM

Example: Term Start Date: 01 Sep
Eligibility Date: 06 Oct
Term Ending Date: 12 Dec
Tuition Cost: \$1,600

TOTAL DAYS IN = 67
THE AFHPSP

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10

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$$\text{X } \$1,600 = \$1,051$$

TOTAL DAYS IN = 102
SCHOOL TERM

Total Tuition and Fees for school Term: \$1,600.00
Prorated Tuition Paid by Navy: \$1,051.00
Tuition Cost to be Paid by Student: \$ 549.00

2-4. **Tuition Payments.** Code OH1 will pay your school directly for the required items listed below, in accordance with the Educational Service Agreement or contract that the Navy has established with your school. Code OH1 will pay the entire tuition bill (except as discussed in Section 2-3). ***(You must seek reimbursement directly from your school for any tuition deposit.) If you receive a tuition bill from your school that is covered under your scholarship, return the bill to the school office with the address and phone number of Code OH1.***

- a. Normal tuition
- b. Building use fees
- c. Student activity fees
- d. Student union fees
- e. Laboratory fees
- f. Health Service Fee

g. School-required, single-rate hospitalization and health services premiums. This insurance is an allowable reimbursement only if it is required by the school. If you pay this fee directly, include it on your SF 1164 (Claim for Reimbursement and Expenditures on Official Business; see Chapter 3). In addition, when filing a claim, please provide proof of payment and certification from your school's billing office that states: (1) that hospitalization coverage is

required by the school, and (2) the amount of the single-rate policy.

h. University-required rentals (e.g., microscopes, slide sets)

i. Graduation fees

2-5. AFHPSP Stipend.

a. Your stipend begins on your AFHPSP benefit start date and ends on your graduation date or on the date you complete all academic requirements for receipt of the professional degree (if that date precedes the date of graduation by more than 45 days). As members of the AFHPSP you are eligible for 12 months of financial assistance each year: 10 ½ months of stipend and 1 ½ months of active duty pay and allowances of an Ensign while on annual training (AT). Stipend payments are suspended while you are on AT and if placed in a Leave Without Pay (LWOP) status (see Chapter 4). You will receive your first stipend check approximately 30 days after the establishment of your eligibility date. *Thereafter, deposits in your bank/credit union will be received at the beginning of the month for the preceding month.*

b. Stipend payments are made by the Defense Finance and Accounting Service, Cleveland (DFAS-CL), after your pay account has been established by Code OH2.

c. Stipend payments will be electronically transferred for direct deposit into your bank account. **You will receive direct deposit about every two weeks (on the 1st and 15th of each month).** If you have any questions about direct deposit of your monthly stipend please email or call Code OH2.

2-6. Taxation of AFHPSP Benefits.

a. Stipends of students who began receipt of scholarship benefits on or after 01 January 1981 are subject to Federal Withholding Tax. The amount of Federal tax withheld is based on the exemption claimed on the Employee's Withholding Certificate (form W-4) submitted with the service record. If no Form W-4 is received with the record, the stipend is taxed

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12

Your website: <http://nshs.med.navy.mil/hpsp/Pages/HPSPHome.htm>

at the rate of single with no dependents. To initiate any change in Federal Withholding Tax, complete a new Form W-4 and submit it to Code OH2.

b. State Tax is currently withheld from your stipend check. You must file a DD 2058 State of Legal Residence Certificate with our office.

c. DFAS-CL will send you Federal Wage and Earnings Statements (Form W-2) for stipend earned each tax year.

2-7. Accepting Stipend or Pay from Other Sources. Members of the AFHPSP (except those eligible for the G. I. Bill) are prohibited from accepting other scholarship support in any form from the Federal government (Dual Compensation), other than the pay associated with Annual Training. No restrictions apply to accepting pay or other remuneration from private or state sources, if doing so does not interfere with your AFHPSP status, requirements for graduation, your Annual Training assignments or your active duty service obligation.

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13

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CHAPTER THREE REIMBURSEMENTS

3-1. **General Information.** The expenditure of funds to support members of the AFHPSP will be limited to items considered ordinary, necessary and required of all students enrolled in a professional degree program who are not members of the AFHPSP. Thus, you will receive payment only for those items required by your school for all students enrolled in your year level.

a. If your eligibility date for program benefits coincides with your school matriculation date, Code OH1 will reimburse you for all costs incurred for textbooks, equipment and supplies.

b. If your eligibility date is effective after the commencement of the academic year, Code OH1 will prorate reimbursement of the costs incurred for textbooks, equipment and supplies in the same manner tuition is prorated.

3-2. **Items Authorized for Reimbursement (Medical students).** Code OH1 will reimburse you directly for the items listed below. You will not be reimbursed for any items purchased **prior** to entering the AFHPSP.

a. Small medical equipment (*one time only*):

- (1) Sphygmomanometer
- (2) Diagnostic set - otoscope and ophthalmoscope
- (3) Stethoscope
- (4) Doctor's bag
- (5) Penlight
- (6) Tuning forks
- (7) Reflex hammer
- (8) Neurological hammer

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14

- (9) Measuring tape, physician's
- (10) Thermometer
- (11) Scissors, bandage
- (12) Gloves, disposable/examination
- (13) Osteopathic treatment table
- (14) Cap and gown fees
- (15) Dissection kit
- (16) Eye Chart

Financial Assistance Program (FAP) participants are authorized reimbursement for required tuition and books only (proof from the institution is required).

Nurse Candidate Program (NCP) students are not authorized reimbursements.

b. Required textbooks (hard copy or on CD). Code OH1 will reimburse for only those texts that are required of all students for a particular course or rotation.

c. Microscope. Code OH1 will reimburse a maximum \$260.00 per year for each of two academic years toward purchase or rental. Rental is strongly recommended, due to the high costs of purchase. Reimbursement may not be applied toward insurance or shipping & handling.

d. Clinical jackets/lab coats (2).

e. USMLE or COMLEX Level 1 & 2 (one time only), Parts I and II. Other board examinations will be reimbursed only if required for degree completion.

f. Health Insurance (payable at single rate of the school policy, but only if required by the school). If your institution requires that you have health insurance but does

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15

not require that you purchase its policy, the Navy will reimburse you for up to the school's single-rate policy (see section 2-4.g.).

g. Computer rentals or lease only. The government is not permitted to purchase computers for individual use or ownership.

h. Electronic Residency Application Service (ERAS) fees up to \$100.00.

i. Graduating students will not be reimbursed for books or equipment purchased within the 30 days prior to their graduation date or the date of the completion of their academic requirements. Claims must also be submitted within 30 days of the end of each fiscal year.

j. Students should combine authorized items on one claim for reimbursement (1164), and file the claim within 10 days of purchase. Fewer reimbursements will allow a quicker turnaround of AFHPSP claims, However do not combine items purchased in different fiscal years on one claim. Fiscal year is 1 October through 30 September the following year.

3-3. Items Authorized for Reimbursement (Dental students). (Access reimbursable items on <http://nshs.med.navy.mil/hpsp/Pages/HPSPHome.htm>).

3-4. **Items NOT authorized for reimbursement.** Code OH1 is not authorized to reimburse you for the following items:

- a. Student note-taking service
- b. Optional or recommended books
- c. Stolen, lost, or damaged items
- d. AMA, AOA, APA, or other professional society, student association or class dues
- e. Cameras or attachments for use in elective courses
- f. Surgical clothing, name tags, goggles, laundry or locker fees

- g. General office supplies
- h. Housing, meals or school - sponsored travel expenses
- i. Computers (purchase) or palm pilots
- j. Non-related courses (including fees for continuing education programs)
- k. Refundable fees or deposits
- l. Theft or damage insurance for books, supplies and equipment
- m. Equipment repair and maintenance
- n. National Board pretest, retest, study books, guides or review books
- o. Magazine and/or journal subscriptions
- p. Loans or interest on loans
- q. Initials on doctor's bags
- r. Deposits or down payments on equipment or supply orders
- s. NRMP (National Residency Matching Plan) or State Boards
- t. Reproduction expenses in making copies of reimbursement vouchers or receipts
- u. Binding charges for reports or research papers
- v. CIBA Series. Individual volumes within the series may be subject to reimbursement if required by all medical students at your school.
- w. Shipping and handling
- x. Beepers

y. Parking

z. Telephone Calls

3-5. **Instructions for Claiming Reimbursement.** All claims for reimbursement for funds expended for required textbooks, equipment and supplies must be submitted to Code OH on the SF 1164 (Claim for Reimbursement for Expenditures on Official Business). This form can be found on our website. **See Appendix A for step-by-step instructions on filling out the SF 1164.** Follow these instructions carefully when preparing your claim:

a. Type or print legibly in black ink.

b. Use only ONE SF 1164 per claim. You must separate purchases by fiscal year and submit them on separate claims. *The fiscal year starts 01 October and ends 30 September.* Blank paper similar in size to the SF 1164 must be used as a continuation sheet if more room is needed. These continuation sheets **MUST INCLUDE** your NAME, SOCIAL SECURITY NUMBER, and **MUST BE SIGNED BY YOU.** Before you use these continuation sheets, ensure that you have used the back side of the SF 1164.

c. Itemize the SF 1164 in the order that the claimed items appear on the original receipts. Include one photocopy of the original receipts, which must be attached to 8½ x 11 paper to prevent loss in handling.

d. Include all documents listed in the box at the end of this section.

e. As with all AFHPSP correspondence, maintain copies of your receipts and your claim.

f. Send your claim to: Medical Department Accessions
Directorate
NMETC, Bethesda (Code OH1)
Reimbursements Section

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18

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g. Questions concerning your claim will be answered by email. Remember that when corresponding to Code OH, always include your full name, SSN, address and telephone number.

3-6. REIMBURSEMENT CLAIMS (SF 1164) MUST INCLUDE:

a. An official, current **course** or rotation **schedule** from your registrar's office (it will be placed in your Reimbursement file for further reference).

b. The following items are acceptable as receipts:

(1) Cash register tapes.

(2) Itemized bookstore/vendor receipts. (These receipts must display student's name, method of payment, date paid, signature of employee, and be accompanied by cash register tape or other valid receipts.

(3) Canceled checks with itemized receipts (copies of the canceled checks are acceptable when both sides of the check are displayed).

c. The following are **NOT** acceptable as receipts:

(1) Invoices unless accompanied by a canceled check for the amount of the invoice.

(2) National Board acknowledgment cards.

(3) Dime store receipts (Carbon with receipt with no store or school heading).

(4) Letters or notes indicating sales or agreements for rentals between private parties.

** The SF 1164 must be itemized in the order that the claimed items appear on the original receipts. Only **original** receipts are acceptable as proof of purchase. **Xerox copies**

cannot be processed. Small loose receipts must be attached to 8 X 10 paper to prevent loss in handling.

d. **Dean's Certification Letter** (Code OH1 provides blank forms with the reimbursement claims). Your dean's office must review each claim for reimbursement and sign this form. Staff members in your dean's office may offer to mail the claim for you once it has been signed; however, to avoid confusion over mailing dates, and the whereabouts of supporting documentation, we suggest that you pick it up from the office and mail it yourself.

e. **Required book list.** If you have a required book list, send it. Some medical schools do not classify any text as "required," but provide a list of "recommended" books. It is usually clear from the instructor's syllabus which texts are necessary for the course. If you have any questions about reimbursable texts, contact Code OH1. Again, the rule is to reimburse you for all items that are necessary and **required** of all students in your year level. The burden of proof is on you to demonstrate that the texts you are claiming are required; the Dean's Certification Letter is not a blanket authorization for all texts. If we cannot verify that an item is required, we will ask you to provide a letter from your instructor specifying that the item is required by all students in that course or rotation. If that letter can not be provided, your claim will not be reimbursed.

CHAPTER FOUR SPECIAL INFORMATION

4-1. **Leave Without Pay (LWOP).** Most schools provide for leave of absence for students experiencing difficulty coping with academic requirements. Students must request LWOP from the program if there is any delay in their academic progress. LWOP periods will generally be approved for a period of one year. **During this period, you are NOT eligible for stipend, tuition, reimbursements or Annual Training.**

All requests must be approved in advance by the Navy and approval of LWOP from your school is separate from any approval from the Navy.

a. We recognize the necessity of LWOP in specific cases. As soon as you have identified the need for LWOP, you are required to notify Code OH3, immediately and request a LWOP period from the AFHPSP. We must have the following correspondence:

(1) A letter or email from you formally requesting LWOP with a full explanation of why the leave is necessary.

(2) A letter from your dean of student affairs stating that the school leave of absence will be granted to you on a specific date (day, month, and year) for a certain length of time and that you will be readmitted into school on the date that your leave of absence expires. This letter must also address your potential to complete the degree requirements should the leave of absence is granted.

(3) An official copy of your most recent transcripts. Once the correspondence is received an Academic and Administrative Review Board (AARB) will convene to consider your request. You will be notified, via mail, of the AARB's decision.

b. To be reinstated into the program, Code OH3 requires a written request from you. This request must **include a letter from the school** confirming that you are completing the leave of absence from your school, the exact date it will end (day, month and year) and your new graduation date. To avoid delay

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21

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in reinstating your scholarship benefits, your correspondence must be forwarded to Code OH3 as soon as possible; preferably 30 to 60 days prior to the end of the school leave of absence.

4-2. **Transfer between Academic Institutions.**

a. **Prior** to transfer to another institution, you must request permission from Code OH3 by submitting the following:

(1) A request in writing to seek transfer to another school (this request must contain the name of the school you are currently attending and the school to which you desire transfer) and supporting explanation for the request.

(Requests that necessitate an extension of your scholarship support beyond the time established in your initial contract will not be approved.)

(2) A letter of acceptance from the new institution stating both the academic term start date and your anticipated graduation date.

(3) A letter from the institution you are leaving verifying the effective date of your release. Your request must reach Code OH3 at least 90 days prior to the start of the term for which the transfer is requested. If receive approval from Code OH to transfer schools, you must send us a new Academic Year Statement (AYS) from the receiving institution. Once we receive your AYS, Code OH1 will contact the receiving institution concerning the payment of your tuition and required fees.

4-3. **Program Resignation.**

a. **The Navy has entered into a written contract with you in good faith and is relying on your matriculation to fill Navy Operational Medicine needs. Furthermore, your acceptance precluded another motivated and capable candidate from entering the program. This contract presumes you are entering a rigorous education program that attests to your maturity, integrity, academic ability and comprehension; thus, you are**

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22

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expected to understand and fulfill the terms of your written contract.

b. As stated in your AFHPSP service agreement, there is no provision to "buy out" your contract.

c. Appropriate causes for requesting resignation include severe humanitarian hardship or permanent discontinuation of your professional education. Requests based on personal reasons are normally disapproved. If you decide to request resignation, contact the director or deputy director of MDAD (see website) for guidance. Your request must include the following:

(1) A letter from you fully explaining your reasons for requesting resignation.

(2) A letter from the dean of student affairs or an advisor who supports your resignation, confirming your current academic status, i.e., whether or not you have disenrolled from medical school and the circumstances involved.

(3) Based on your particular case, and supporting correspondence received by Code OH3, the Commanding Officer will make a recommendation and forward your request to the Bureau of Naval Personnel for a final decision.

4-4. Studies Abroad. Many American universities have agreements with excellent foreign universities and teaching hospitals whereby students can fulfill certain curriculum requirements. Before applying for foreign rotations or courses, you must be aware of the following conditions:

a. As with any clerkship or externship, Code OH3 will not intercede or become involved with arrangements between the student and the teaching facility.

b. You must advise Code OH3, in writing, of your plans before departing the United States. Furnish a central forwarding address for correspondence, an itinerary of the country or countries you are visiting, the length of your stay, and the date you will return to your stateside campus.

This information must reach us in time to allow us to concur with your plans.

c. Your trip overseas must be approved by your university as fulfilling curriculum requirements. If approved, it cannot extend the time required for you to complete your professional degree. (For information on Leave Without Pay see section 4.1.).

d. Code OH1 cannot issue AT orders assigning you to an overseas institution; all AT must be performed in the continental United States at an authorized site.

e. Tuition charges associated with overseas study will be subject to reimbursement only under the following conditions:

(1) The foreign university must bill your school directly for all costs incurred.

(2) Your course of study must fulfill established curriculum requirements.

4-5. Members with Prior Active Duty Service.

a. If you have been on active duty before entry into the AFHPSP, you may be entitled to higher pay rates during your AT. By law, Code OH2 cannot pay you in a grade higher than 01 (Ensign); however, there is a difference in pay between an 01 under 2 years of service and an 01 with 2 or more years of service. Members with at least four years and one day of prior active enlisted service are entitled to "01E" pay (see Pay Scale; Appendix B).

b. To make Code OH2 aware of prior service, send us a copy of your DD 214, (Report of Separation from Active Duty), and any documentation of Reserve drill time and/or National Guard duty. Code OH will forward these documents to the Bureau of Naval Personnel for computation of creditable prior service.

c. The Department of Veteran's Affairs considers the AFHPSP stipend a scholarship. This enables you to collect the stipend plus the GI Bill education benefits you earned while

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24

Do we have your current email address/phone number/mailing address?

11/19/2002

on active duty. To qualify, you must have served on continuous active duty for more than 180 days, be attending an approved institution, and be pursuing an approved program of education. For more information on application forms, see the VA officer at your school or contact the local VA office in your area. As with the stipend, you are not entitled to receive GI Bill benefits while you are on AT.

4-6. Government Transportation. While in the AFHPSP, you are eligible to travel space available (Space A) aboard Department of Defense aircraft. You are required to possess an Authentication of Reserve Status for Travel Eligibility, DD Form 1853, when traveling aboard DOD-controlled aircraft. To obtain the DD Form 1853, call or write Code OH2 60 days prior to the start of your planned travel. The DD Form 1853 expires 30 days from the date of issue.

a. Students travel in a Space A flight category, which is low priority. AFHPSP members will be assigned seats on aircraft only after personnel with a higher priority have been seated.

b. Members must possess a valid Armed Forces ID Card when traveling aboard DOD-controlled aircraft.

c. Students on Space A travel must conform to current Navy grooming standards, as set forth in US Navy Uniform Regulations (See Chapter 6). Particular attention must be addressed to hair length and the wearing of articles of jewelry. Please note that members who attempt to board aircraft, but fail to conform to such standards, will be denied a seat.

d. Information concerning the flight schedules of DOD-controlled aircraft, seat availability and proper attire may be obtained from the Passenger Service Section at military air installations. Students may obtain limited information concerning flight schedules by telephone, but must be aware that such schedules are subject to frequent last minute changes.

e. Students must ensure that they have ample funds available for their trip via commercial carrier in the event a

For recent version of this handbook access our website

25

Do we have your current email address/phone number/mailing address?

11/19/2002

Your website: <http://nshs.med.navy.mil/hpsp/Pages/HPSPHome.htm>

DOD-controlled aircraft is not available. The student is solely responsible for being at his/her place of duty (school) at the appointed time.

f. AFHPSP students must ensure that their behavior while traveling aboard DOD aircraft reflects dignity upon themselves and the US Navy. Behavior that does not meet these standards may cause the member to be denied a seat aboard the aircraft and subject the member to disciplinary action.

g. Space available transportation cannot be used when traveling on AT orders.

4-7. **Commissary Privileges.** AFHPSP and FAP participants and their dependents are presently entitled to unlimited commissary privileges while performing AT.

For recent version of this handbook access our website

26

Do we have your current email address/phone number/mailing address?
11/19/2002

CHAPTER FIVE

ANNUAL TRAINING

5-1. **The Purpose of Annual Training (AT).** As an AFHPSP member, you are required by law to perform an active duty tour every year while you are in the program. These tours are designed to provide you with specific military instruction and military medical training that is an integral part of your scholarship. These tours provide a valuable adjunct to your professional education and assist you immeasurably in your adjustment to future active duty service with the Navy. A current list of AT locations and types of clinical and research clerkships is available on the website.

5-2. **Assignment Length.** Every eligible member of the AFHPSP is required by law to perform one 45-day AT period each year of program participation (four-year scholarship students will perform a total of four AT periods; three-year scholarship students will perform three AT's. Officer Indoctrination School (OIS), discussed below, counts as one AT period.)

a. There is no provision for extending an AT period beyond 45 days or taking it at two different Naval medical facilities.

b. If a clerkship at a Naval medical facility does not cover the full 45 days (either because you have fewer than 45 days available, or because a naval medical facility limits training to 30 days), you will be ordered to report to the Naval Reserve Center closest to your school either immediately before or after the clerkship to complete the remaining portion of your 45 days of active duty. The *minimum* period allowed at a Naval medical facility is 30 days (four weeks).

c. If your school schedule does not allow time for an AT, you will perform a set of "school orders" (see below), in which your entire active duty period is performed by reporting to a local Naval reserve center.

5-3. Assignment Types.

a. Officer Indoctrination School (OIS). A four-week orientation at Newport, Rhode Island, will be completed before

For recent version of this handbook access our website

27

entry into medical, dental, or optometry school, or after your first year. If you have no prior commissioned service in the U.S. Navy, you must attend OIS prior to your first active-duty assignment after graduation. You **MUST** attend OIS at your first available opportunity. Specific information about OIS is sent to you with your orders. Further information about OIS is available on www.cnet.navy.mil/netc/ois.

b. Research Clerkship. A clerkship is performed at Naval medical facilities often focusing on research related to the operational Navy. This rotation is usually performed by first and second year students. Refer to your web site for a current list of research clerkships.

c. Clinical Clerkship. A clinical rotation is performed at a Naval hospital, for which you may receive elective credit toward graduation (check with your school). This rotation is performed by third and fourth year students who have gained some clinical experience.

d. School Orders. School Orders Annual Training (AT) are executed primarily by second year students preparing for the USMLE and is performed entirely in the geographical location of your school. Third-year students who have no elective rotation time will also be allowed to perform school orders. School orders consist of checking in with the reserve center, and returning to school to pursue your studies. You must check out with the reserve center on the last day of your orders. You do not stay and work at the reserve center; school is the place of duty for this active-duty period. You must remain at school for the entire 45-day period (no trips or vacations away from school); therefore, schedule your school orders accordingly (do not wait until spring break or summer vacation when you may want to travel).

5-4. **Annual Certificate of Physical Condition.**

a. You must have a valid Annual Certificate of Physical Condition (form NAVMED 6120) prior to executing each AT period. (This is much shorter than the full-length physical, DD forms 88 and 93). Without a current NAVMED 6120 on file, your AT application will be returned to you unprocessed. The

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28

Do we have your current email address/phone number/mailing address?

11/19/2002

NAVMED 6120 is obtained at a Naval reserve center, and must bear the signature of the reserve center's medical department representative (MDR). The signature of a civilian health care professional is not acceptable. An HIV test, which is required each year, should be performed at the time you obtain the MDR's signature; ask that the lab results be forwarded to Code OH2. You should submit the NAVMED 6120 with your AT application (see Appendix C). If at any time you encounter difficulty obtaining the NAVMED 6120, call Code OH2 for assistance.

b. Pregnant AFHPSP members may perform AT up to (but not during) the third trimester. Please notify Code OH2 in writing of pregnancy and estimated date of delivery.

5-5. Height/Weight Requirements. You are responsible for maintaining good health and physical readiness. You are encouraged to develop a personal fitness program to aid in staying physically fit and within weight standards.

a. Failure to meet current regulations regarding height/weight, or body fat percent (if not meeting height/weight standards), is justification to find you Not Physically Qualified for AT. If you fail to meet these standards, you will be placed on a Weight Control Program. The Navy's current height/weight standards are shown in Appendix D.

b. Pregnant AFHPSP members may perform AT up to (but not during) the third trimester of pregnancy and six weeks postpartum. Navy height/weight standards must be met within six months. Please notify Code OH3 in writing of pregnancy and estimated date of delivery.

5-6. AT Travel. If your AT site is greater than 450 miles from your school, Code OH1 is required to issue you a government-purchased airline or train ticket. If your AT site is less than 450 miles from your school, you can request to drive. This policy is in accordance with DOD travel regulations, and is not negotiable. Travel for family members is not authorized in your AT orders. If family members accompany you, the Navy will not reimburse you for any expenses they incur.

For recent version of this handbook access our website

29

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11/19/2002

5-7. **Requesting AT.** All AT applications must be received at Code OH1 at least eight weeks prior to the AT start date. *You must request a clerkship position from the Graduate Medical Education coordinator at the AT site, using the list found on our website. Once you have received an acceptance letter from the site, you must submit an AT request to Code OH1 for a set of AT orders. Your request must be completely filled out, as shown in the example below. Keep a copy of the application for your records.*

a. The following AT requests must be accompanied by the letters indicated:

(1) Research clerkship or clinical clerkship: a copy of the acceptance letter from the Naval medical facility.

(2) School Orders: a letter from the school (office of the dean or registrar) confirming that you do not have 45 days (if a second-year student) or 30 days (if any other year level) before the end of the current fiscal year (01 October to 30 September). NOTE: School Orders are issued as the last alternative for AT. You must make every attempt to perform some other type of AT assignment if eligible. Every AT has to have an updated Medical Physical Conditioning form or AT will not be approved.

b. Remember, you are responsible for securing a clerkship. Please plan in advance, and follow up on your request for clerkship assignments with the activities you contact.

c. If you apply for and get accepted to more than one clerkship, cancel the clerkship reservation which you do not plan to attend. Failure to cancel will result in a wasted training space that another student may have been able to attend.

5-8. **AT Locations.** As stated above, a current listing of AT locations and types of clinical and research clerkships can be found on the website.

5-9 **AT Orders.**

a. Orders (and tickets, if required) assigning you to AT will be issued prior to the date you are scheduled to report for duty. Please take the time to read your orders and tickets, carefully, to ensure that they are correct. If you have any questions, or find a discrepancy with your orders, contact Code OH immediately. Once you have received your orders, you are required to carry them out. If for any reason you cannot execute your orders, you must notify Code OH1 immediately for further instructions.

b. Each time you report to and depart from a duty station, including a Naval Reserve Center, you must have your orders endorsed (signed) to reflect the time and date you reported and detached from that duty station. Endorsements are the only proof that you performed the active duty specified in your orders. If you muster (check in and out via phone), write down, on the bottom of your orders, the name of the person that you spoke with, the date, and the time. In addition, these endorsements on your ORIGINAL orders authorize the finance center at each duty station to pay you for travel and per diem if authorized while you were attached to that duty station; you will not be paid without them. *You must report to the Personnel Support Detachment (PSD) at each site to receive payment. After the local Personnel Support Detachment (PSD) has paid you, they will return your original orders and a NAVCOMP 2120 (AT PAY VOUCHER) to you. Make a copy of these documents for your records and send the originals to Code OH1.*

5-10. **Uniforms.** The Navy authorizes a variety of uniforms for all climates and seasons, plus jackets, raincoats, overcoats, etc., for both men and women. A listing is too extensive to be presented here. A complete description of authorized uniform combinations and specific instructions for placement of rank and insignia are contained in the United States Navy Uniform Regulations. These regulations are available in the administration section at any of your Navy training locations. You are authorized to purchase Navy uniforms from the Uniform shop at any Navy Exchange. You do not have to be on active duty, but you must have your military ID card. Any experienced officer or clothing sales store person can assist you in selecting and setting up the best and least expensive uniforms for your needs. The uniform is

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31

Do we have your current email address/phone number/ mailing address?

11/19/2002

required to be worn only when you are assigned to AT with the Navy Medical Department facility, or while serving aboard a Navy vessel.

a. You do not need to purchase uniforms prior to attending OIS; you will purchase uniforms there.

b. Before you report on AT, you must contact the GME coordinator at the facility to which you are being assigned regarding the specific type of uniform you will be required to wear. Ask whether you need to purchase uniforms prior to reporting to AT. In some instances, you may be able to purchase uniforms after reporting. If you need to purchase uniforms before reporting and have not been to OIS for uniform issue, your local recruiting personnel, NROTC personnel, or Reserve Detachment personnel can offer advice/assistance as to where to purchase the uniforms.

c. You may also call the Navy Uniform Support Center at 1-800-368-4088. However, we do not recommend that first-time uniform purchasers buy uniforms by mail, due to size variations between civilian and military clothing.

5-11. **Uniform Allowance.** You are authorized a uniform allowance of \$400.00 on your first AT assignment that requires the wearing of a uniform. You will be paid via Direct Deposit. If your first AT requires a uniform and your orders do not contain this statement, please call Code OH1.

5-12. **Navy Grooming Standards.** While on AT, on campus or at a Navy facility, you must conform to Navy dress and grooming standards. Official Navy standards are provided for you in Chapter 6 of this handbook. In addition, you must comply with the directives and orders of officers acting in an official military capacity who are appointed as your superiors.

5-13. **Entitlements.** While on AT, you are entitled to all the rights and privileges of a commissioned officer. Whether you perform this training at school or at a military medical facility, you and your dependent family members are eligible for Navy Exchange and Commissary privileges, and military medical care. The active-duty member is also eligible for dental care.

For recent version of this handbook access our website

32

Do we have your current email address/phone number/mailing address?

11/19/2002

a. Pay

(1) Base Pay. You will receive the basic pay of an Ensign (O-1) with less than 2 years of service. Students who have established prior service entitlements will be paid at a higher rate (see the military pay scale for more details). Base pay is taxable.

(2) Basic Allowance for Housing (BAH). BAH is nontaxable. It will be paid to you at the married or single rate, depending on what you are entitled to, during your AT tour. Single officers serving tours at Navy facilities where Bachelor Officer Quarters (BOQ) are available are not entitled to receive the full BAQ allowance, but will receive the partial rate per month. Married officers serving their AT at a Navy facility with a BOQ will receive the full allowance. Normally, family quarters are not available, so if your family accompanies you, be prepared to pay for their quarters with private funds.

(3) Basic Allowance for Subsistence (BAS). You will receive BAS, also nontaxable, at the officer rate.

(4) Per Diem. Per Diem is a daily food and lodging allowance paid when you are on official government travel away from your permanent duty station. When in receipt of travel orders, you must use Government quarters and messing, when available. You are not entitled to full per diem at military installations where both Government quarters and meals are available, such as at Officer Indoctrination School. **If quarters are not available at your duty station, you must obtain a certification of nonavailability from the BOQ or housing manager.** This certification must be attached to your travel orders and your travel voucher (DD Form 1351-2) and submitted at the end of your AT tour.

b. Medical care for the active-duty member. While on AT, you are entitled to routine and emergency medical and dental care at the nearest Military Treatment Facility (MTF). Your family is also authorized routine and emergency medical care at the nearest MTF during your AT tour. Dental care for dependents is limited to emergency treatment only. While in

For recent version of this handbook access our website

33

Do we have your current email address/phone number/mailing address?

11/19/2002

transit to and from a Navy base during the period covered by your AT orders, you are authorized emergency care from civilian sources if it is not readily available from an MTF. If you are required to use a civilian facility while in transit, notify Code OH1 immediately so that billing procedures can be established with the proper Navy facility.

c. Family medical care. Your family may receive care from Civilian Health and Medical Program of the Uniformed Service (CHAMPUS) at civilian medical facilities if a military facility is not readily available while you are on AT. *Before using CHAMPUS, contact the Health Benefits Advisor's office at the nearest MTF.* Some key things to remember about CHAMPUS are:

(1) The active-duty member (the AFHPSP student on AT) is not authorized use of CHAMPUS. This is only for family members.

(2) CHAMPUS is only available for your dependents when you have active duty orders for a period longer than 30 days.

(3) Health care beneficiaries must normally use a military facility (life and limb emergencies excepted) if there is one available which can provide the required inpatient care. A facility is normally considered available if you live in certain zip codes around a service hospital.

(4) Family members must be enrolled in the Defense Enrollment Eligibility Reporting System (DEERS) at Navy Personnel Support Detachments (PSD) to be eligible for CHAMPUS. It is the active-duty member's responsibility to accomplish this at the start of each AT.

(5) For more information, contact the Health Benefits Advisor's office at the nearest military medical facility.

d. You will accrue four days of leave while on AT. Since your assignment is designed to accomplish a great deal in a short time, you will not be authorized to take this leave during your AT assignment. You will however, be paid for that leave via Direct Deposit. Prior active duty members who have

already been paid for 60 days accrued leave cannot be paid for their leave.

5-14. Servicemen's Group Life Insurance (SGLI) and Veteran's Group Life Insurance (VGLI).

a. SGLI offers military personnel up to \$250,000 value. The monthly premium is automatically deducted from the member's AT paycheck.

b. After release from AT, coverage under SGLI continues for an additional 120 days without premium charges. Students may extend this coverage by converting their SGLI to VGLI. The method of payment is by coupon. The length of participation is limited to five years, but is renewable.

c. You cannot apply for VGLI unless you were previously insured under SGLI during AT. After release from AT, you will have 120 days to convert to VGLI for an amount not to exceed your SGLI coverage. Once the 120-day period has passed, you have an additional year to apply for VGLI, but evidence of insurability may be required. VGLI must be purchased in \$10,000 increments. For further information about this coverage, contact the office listed below.

d. How to apply for VGLI:

(1) Within 120 days after release from AT:

(a) Obtain VA form 29-8714, Application for VGLI, from any Department of Veteran's Affairs office or from Office of Servicemen's Group Life Insurance (OSGLI), 213 Washington St., Newark, NJ 07102. OSGLI's toll-free number is: 1 800-419-1473.

(b) Mail the completed VA form and a fully endorsed copy of your AT orders and the first month's premium (as stated) on the Rate Schedule on the application to OSGLI. Upon approval of your application, you will receive a certificate and a supply of monthly premium payment coupons. If you prepay 11 months of premiums you will receive the twelfth month free of charge as a discount incentive. Due dates will be shown on the monthly coupons.

For recent version of this handbook access our website

35

Do we have your current email address/phone number/mailling address?

11/19/2002

(2) Within one year, after 120 days after release from AT:

(a) Obtain VA Form 29-8714-2, Application for VGLI Veterans Separated More than 120 days, from any VA office or OSGLI.

(b) Follow the same instructions given above. The basic difference between the two forms is the inclusion of a health information section on VA form 29-8714-2. OSGLI may also request additional medical information of further proof of insurability, if warranted by your answers in the health information section.

e. You may cancel your VGLI to take advantage of the 120-day SGLI free premium each time you report on AT. However, once you report for extended active duty after graduation, you must cancel your VGLI policy and take the SGLI. You will again become eligible for the VGLI 5-year renewable policy after your release from active duty.

CHAPTER SIX

GROOMING STANDARDS

6-1. **General Information.** Grooming standards are based on several elements, including neatness, cleanliness, safety, military image and appearance. The standards established here are not intended to be overly restrictive nor are they designed to isolate Navy personnel from society. The limits set forth are reasonable, enforceable, and ensure that personal appearance contributes to a favorable military image. The difference between men's and women's grooming policies recognizes the difference between the sexes; (i.e., sideburns for men, different hairstyles and cosmetics for women). Establishing identical grooming and personal appearance standards for men and women would not be in the Navy's best interest and is not a factor in the assurance of equal opportunity. The primary consideration is to have a neatly groomed appearance while wearing Navy uniforms. Naval personnel assigned to Marine Corps units and wearing Marine Corps uniforms shall abide by grooming standards established for Marines. When wearing Navy uniforms (including fatigues), Navy regulations apply.

a. Cleanliness. Uniforms shall be kept scrupulously clean with gold bullion lace, devices and insignia bright and free from tarnish and corrosion.

b. Glasses.

(1) Prescription glasses with frames that are not eccentric or faddish are permitted.

(2) Sunglasses that are conservative are permitted, except in military formation.

c. Undergarments. Appropriate undergarments will be worn to preserve the dignity and appearance of the uniform.

d. Care of the Uniform. The longest service of the various uniform articles can be attained only by proper care and maintenance. This information is presented to help prolong the useful life and distinguished appearance of uniforms and equipment. Even new, properly fitted uniforms

For recent version of this handbook access our website

37

Do we have your current email address/phone number/mailling address?

11/19/2002

will not continue to look their best or keep their shape unless they are cared for properly. Carrying large or heavy objects in pockets will quickly destroy the shape of the best uniform. If uniforms are to be stored for a long time, they must be cleaned thoroughly, then packed away in an airtight plastic bag with a desiccant (drying agent) for maximum preservation.

(1) Buttons may turn green when the pewter plating wears off and the copper base becomes covered with green copper carbonate due to exposure to moist air. The green coloring can be removed by rubbing gently with acetic acid or any substance containing this acid, such as vinegar or Worcestershire sauce, followed by a thorough washing in clean water.

(2) Embroidered insignia may be kept bright by occasional scrubbing with a nail brush and a diluted ammonia solution. This must be done as soon as there are signs of tarnish or corrosion. If corrosion has been allowed to continue after it has gained a foothold, the device may not be restorable.

(3) Gold bullion lace will tarnish rapidly and deteriorate when in contact with or hung near any substance containing sulfur, such as rubber or ordinary manila or kraft wrapping paper. Gold bullion lace may be cleaned by an experienced tailor, although liquid nontoxic preparations and certain liquid cleaners available commercially may be used if applied according to manufacturer's instructions.

(4) Metal Insignia (the **gold-filled** and sterling-silver, rhodium finished parts or metal insignia) can be cleaned by washing with soap and water.

NOTE: Articles such as pencils, pens, watch chains, key chain fobs, pins, jewelry, handkerchiefs, combs, large wallets, cigars, pipes, or similar items *shall not protrude from or be visible on the uniform*. Necklaces, crosses, pendants, etc., shall not be visible when in uniform. Tie clasps, cuff links, shirt studs and earrings shall be worn as prescribed elsewhere in these regulations. Wrist watches, bracelets and rings are permitted with all uniforms (see Sections 6.2 and 6.3);

For recent version of this handbook access our website

38

Do we have your current email address/phone number/mailing address?

11/19/2002

however, these items shall be in good taste while you are in uniform. Eccentricities or faddishness is not permitted. Jewelry may be prohibited in areas where it would present a safety hazard.

6-2. Personal Appearance (Men). Men shall be well groomed at all times and meet the following minimum standards.

a. Hair. Keep hair neat, clean, and well groomed. Hair above the ears and around the neck shall be tapered from the lower hairline upwards at least $\frac{3}{4}$ inch and outward not greater than $\frac{3}{4}$ inch to blend with hairstyle. Hair on the back of the neck must not touch the collar. Hair shall be no longer than 4 inches and may not touch the ears, collar, extend below the eyebrows when headgear is removed, or interfere with the proper wearing of military headgear. The bulk of the hair shall not exceed 2 inches. Bulk is defined as the distance that the mass of hair protrudes from the scalp. Hair coloring must look natural and complement the individual. Faddish and outrageous multi-color hair is not authorized. The unique quality and texture of curled, kinked, waved, and straight hair is recognized, and in some cases the $\frac{3}{4}$ inch taper at the back of the neck may be difficult to attain. In those cases, hair must present a graduated appearance and may combine the taper with a line at the back of the neck. Varying hairstyles, including Afro, are permitted, if these styles meet the criteria of maximum length and bulk, tapered neck and sides, and do not interfere with properly wearing military headgear. Plaited or braided hair shall not be worn while in uniform or in a duty status.

b. Sideburns. Keep sideburns neatly trimmed and tailored in the same manner as the haircut. Sideburns shall not extend beyond the bottom of the earlobe, shall be of even width (not flared) and shall end with a clean-shaven horizontal line. Refer to figure 6-1. "Muttonchops," "ship's captain," or similar grooming modes are not authorized.

c. Facial Hair. The face will be clean shaven, but mustaches are permitted. A mustache will be kept neatly and closely trimmed. No portion of the mustache shall extend beyond the lip line of the upper lip. In addition, it will

not go beyond a horizontal line extending across the corners of the mouth and no more than $\frac{1}{4}$ inch beyond a vertical line drawn from the corner of the mouth. The length of an individual mustache hair fully extended will not exceed $\frac{1}{2}$ inch. Refer to figure 6-1. Handlebar mustaches, goatees, or beards are not permitted. A beard may be worn for health reasons when authorized by a commander/commanding officer on the advice of a medical officer. If a waiver is authorized, facial hair will be kept trimmed not to exceed $\frac{1}{4}$ inch in length. Individuals granted a shaving waiver will not shave any facial hair. Commanders/commanding officers monitor progress in treatment to control these waivers. The following personnel are not authorized to wear any facial hair.

(1) Brig prisoners.

(2) Brig awardees.

(3) Personnel in a disciplinary hold status (i.e., who are serving restriction or hard labor without confinement or extra duties as a result of court-martial or NJP).

(4) Personnel assigned to a transient personnel unit who are awaiting separation:

(a) By reason of court-martial sentence.

(b) To benefit the service (MILPERSMAN 3630900).

Pursuant to the recommendation or waiver of an administrative discharge board, for misconduct (MILPERSMAN 3630600).

d. Hairpieces. Wigs or hairpieces may be worn by active-duty personnel while in uniform or duty status only for cosmetic reasons to cover natural baldness or physical disfiguration. Wigs may be worn by Navy Reserve personnel engaged in inactive duty for training. Wigs or hairpieces will be of good quality and fit, present a natural appearance and conform to the grooming standards set forth in these regulations. They will not interfere with the proper performance of duty, or present a safety or Foreign Object Damage (FOD) hazard.

e. Fingernails. Fingernails will not extend past fingertips. They shall be kept clean.

f. Jewelry. Jewelry is authorized for all male personnel. Jewelry shall not present a safety or FOD hazard. Jewelry shall be worn within the following guidelines:

(1) Rings. While in uniform, only one ring per hand is authorized, excluding the wedding ring.

(2) Earrings. Not authorized while in uniform. Additionally, earrings are not authorized with civilian attire when in a duty status or while in/aboard any ship, craft, aircraft, or in any military vehicle or within any base or other place under military jurisdiction, or while participating in any organized military recreational activities. No other articles shall be attached to or through the ear, nose, or any other body part.

(3) Necklaces/Choker. While in uniform, only one necklace may be worn and it shall not be visible.

(4) Wristwatch/Bracelets. While in uniform, only one of each may be worn. Ankle bracelets are not authorized while in uniform.

6-3. Personal Appearance (Women). Women shall be well groomed at all times and meet the following minimum standards:

a. Hair. Keep hair clean, neatly shaped, and arranged in an attractive feminine and professional style. When in uniform, hair on back of head may touch but not fall below the lower edge of the collar. It must be neatly and inconspicuously fastened, pinned or secured to the head presenting an attractive hair style (See figure 6-2). Hair must not show under the front of the brim of the combination hat, garrison cap, or command ball cap. Afro, natural, bouffant and other similar hairstyles are permitted, but faddish and exaggerated styles that do not allow headgear to be worn in the prescribed manner are prohibited. The bulk of the hair shall not exceed 2 inches. Bulk is defined as the distance that the mass of the hair protrudes from the scalp. Ponytails and pigtails are not permitted. Braids are permitted, including multiple braids (multiple braids must

For recent version of this handbook access our website

41

Do we have your current email address/phone number/mailing address?

11/19/2002

present a neat appearance, as determined by the commanding officer). Ends of hair that are pinned up may not dangle free. Hair coloring must look natural and complement the individual. Faddish and outrageous multi-color hair is not authorized. Visible hair nets may be worn only if authorized for specific duties such as hospitals or galleys.

b. Hair Ornaments, hairpieces and conspicuous rubber bands, combs, and pins are not authorized. When worn, hair ornaments shall not present a safety or FOD hazard. A maximum of two barrettes, similar to hair color, may be used to pin up hair. While in uniform or duty status, hair pieces or wigs shall be of good quality and fit, present a natural appearance, and conform to the grooming standards set forth in these regulations. They shall not interfere with the proper performance of duty or present a safety or FOD hazard.

c. Cosmetics. Cosmetics shall be applied in good taste so that colors blend with natural skin tone and enhance natural features. Exaggerated or faddish cosmetics styles are inappropriate with the uniform and shall not be worn. Care must be taken to avoid an artificial appearance. Lipstick colors shall be conservative and complement the Navy uniform. Long false eyelashes shall not be worn when in uniform.

d. Fingernails. Fingernails shall not exceed $\frac{1}{4}$ inch measured from the fingertip. Nail polish shall complement the skin tone.

e. Jewelry. Wearing jewelry is authorized for all personnel. Jewelry shall be worn within the following guidelines:

(1) Rings. While in uniform, only one ring per hand is authorized, excluding the wedding ring/engagement rings.

(2) Earrings. One earring per ear may be worn with any uniform. Nose rings are not authorized. Earrings shall consist of a 6-mm ball (approximately $\frac{1}{4}$ "), plain with brushed matte finish; screw-on or with posts are authorized. Gold for officers/CPOs, and silver for enlisted personnel are authorized. Small, single pearl earrings are authorized for wear with Dinner and Formal Dress uniforms. No other articles

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shall be attached to or through the ear, nose, or any other body part.

(3) Necklace/Chokers. While in uniform, only one necklace may be worn and it shall not be visible.

(4) Wristwatch/Bracelet. While in uniform, only one of each may be worn. Ankle bracelets are not authorized while in uniform.

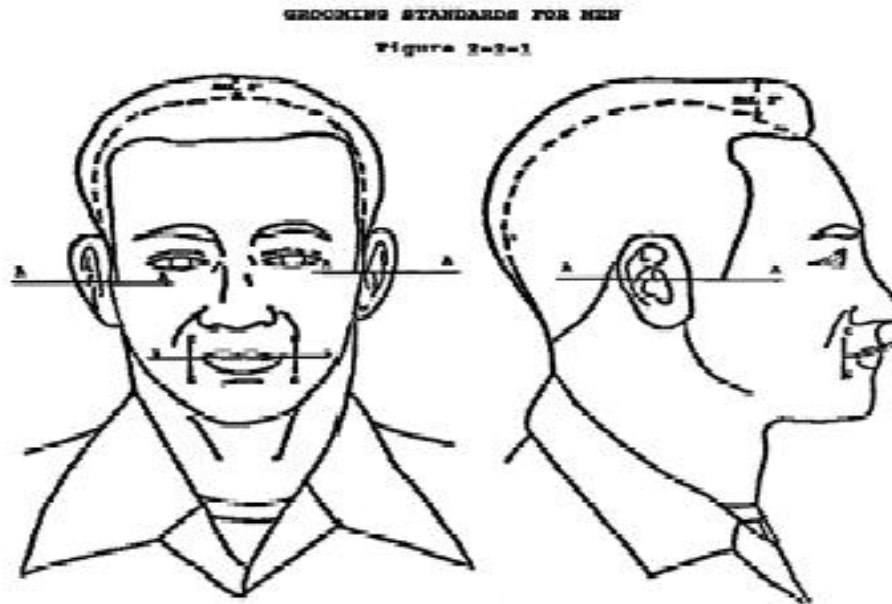
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43

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11/19/2002

GROOMING STANDARDS FOR MEN

Figure 6-2



----- INDICATES SCALP LINE. Sideburns shall not extend below the earlobes as indicated by line "A". When a mustache is authorized:

a. It will not go below a horizontal line extending across the corner of the mouth as indicated by line "B".

b. It shall not extend more than one quarter inch beyond a vertical line drawn upward from the corners of the mouth as indicated by line "C". Nor shall it protrude below the lipline of the upper lip as indicated by line "D".

c. Hair style properly groomed shall not be greater than two inches in bulk. Bulk is the distance that the mass of hair protrudes from the scalp. No individual hair will measure more than four inches in length.

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44

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11/19/2002

GROOMING STANDARDS FOR WOMEN

Figure 6-3

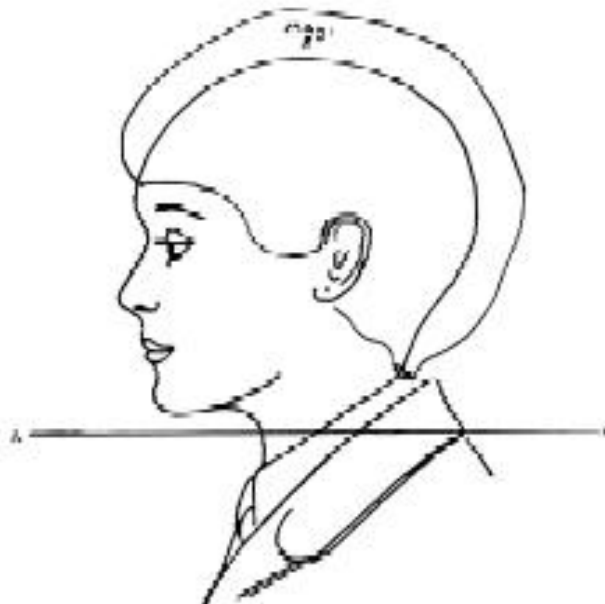
Haircuts and styles shall present a balanced appearance. Lopsided and extremely asymmetrical styles are not authorized. Ponytails, pigtails, widely spaced individual hanging locks, and braids which protrude from the head are not authorized. Multiple braids are authorized.

No portion of the bulk of the hair that is measured from the scalp will exceed approximately 2 inches.

Hair shall not fall below a horizontal line level with the lower edge of the back of the collar as indicated by line "A". When wearing jumper uniforms, hair can extend a maximum of 1? inch below the top of the collar.

GROOMING STANDARDS FOR WOMEN

FIGURE 3-2-2



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45

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11/19/2002

CHAPTER SEVEN GRADUATE MEDICAL EDUCATION

7-1. **AFHPSP Professional Liaison.** Questions regarding Graduate Medical Education should be directed as follows:

a. Internship application process: Professional Career Counseling Department (Code OH4).

b. Residency application process: Associate Director, Medical Corps Programs of the Graduate Programs Directorate (Code OGA).

c. General professional career counseling: Department Head, Professional and Career Counseling, or Director, Medical Department Accessions.

Please direct all administrative questions, including AFHPSP scholarship extension, delays in graduation or Leave Without Pay to Code OH3.

7-2. **Graduate Medical Education (GME) Application Procedures.**

In January of your junior year you will receive from the Professional and Career Planning Department an information/instruction package for application for your first year of Graduate Medical Education (GME-1). Questions regarding the GME-1 application process may be addressed to that department by e-mail or call (301) 319-4517.

7-3. **Graduate Medical Education Selection Board (GMESB).** The Navy Surgeon General (SG) convenes a Graduate Medical Education Selection Board (GMESB) every November. At that time during your senior year, your application for GME-1 (internship) will be considered by the Intern Selection Committee of the GMESB.

7-4. **Factors Considered by the GMESB.** Applicants are evaluated on the basis of the following:

a. Medical school performance (preclinical and clinical years).

b. Standardized test scores.

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46

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11/19/2002

c. Evaluations such as Dean's letter, letters of recommendation, clerkship reports, and interviews at Navy training sites.

d. Potential as an intern and military adaptability.

NOTE: In the selection process, clerkship evaluations and interview reports from Navy hospitals are very important. You must make every possible effort to serve your Annual Training periods, or at least interview at the Navy hospital where you would like to receive your GME-1 training (the Navy cannot fund travel for interviews).

7-5. Selection for GME. All **Medical Corps** HPSP recipients are required to submit a Navy GME-1 application. The Navy application enables a student to submit a preference list (in descending order) of their choices for GME. An applicant may apply for Navy training for their GME-1 year, or permission to do a civilian GME-1 year (a 1-year deferment of active duty obligation) or permission to complete a civilian residency (a full deferment of active duty obligation until residency completion). Because there usually are more Navy HPSP graduates each year than Navy GME-1 positions, not all HPSP Medical Corps graduates are selected for Navy GME-1. Graduates not selected for a Navy GME-1 year are selected for a 1-year deferment or a full deferment. Full deferments are granted based on the needs of the Navy. A student requesting a full deferment but not selected for one could be selected for a Navy GME-1 year or a 1-year deferment. Because any student could be selected for a 1-year deferment, all graduating students must also apply to civilian preliminary programs.

7-6. Notification of GMESB Results. Students will be notified in mid-December of the results of the Intern Selection Committee. That provides adequate notice for continued participation in the civilian match if necessary.

CHAPTER EIGHT

GRADUATION AND PROGRAM COMPLETION

8-1. **Commissioning Physical.** You are required to have a **complete** physical (DD forms 88/93) within two years of the date you supersede to the rank of Lieutenant. When Code OH sends you information on obtaining this physical, act immediately. When at all possible complete your physical while on AT. It is your responsibility to act promptly; failure to do so may affect future **pay** and benefits.

8-2. **Orders and Superseding Appointment.**

a. Upon graduation, all AFHPSP members will supersede to the rank of Lieutenant at the Naval Recruiting District (NRD) that is responsible for your school (this may not be the same district that recruited you). ***It is critical that you supersede at your earliest eligibility date (the date on your diploma). This date becomes your date of rank, and will affect your active-duty pay and benefits.*** Upon proof of graduation, you will be reappointed a commissioned officer in the Medical Corps, US Naval Reserve. Code OH2 cannot change the NRD to which you are assigned; however, the NRD may be able to ship your orders to one of its subordinate processing stations closer to your school. This decision lies with the NRD, not with Code OH2.

b. Code OH2 usually receives your original orders 30 to 60 days prior to your graduation. You will be mailed an "advance copy" of your orders with a cover letter informing you which NRD to contact. It is very important that you contact the NRD prior to your graduation so that you can schedule your recommissioning and shipment of household goods.

c. If you were selected for a Navy internship, Code OH2 will forward your original orders, service, medical, and dental records to your NRD. You will execute your orders and assume custody of your service record on your commissioning date. You will retain custody of your orders and your service record until you report to the duty station specified in your orders.

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d. If you were deferred from active duty to obtain graduate medical education at a civilian facility, Code OH3 will retain your service record until you are recalled to active duty. Code OH3 will forward only your superseding appointment to the NRD.

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49

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11/19/2002

GLOSSARY TERMS

The following terms and acronyms are explained to assist you in understanding terms found in this booklet and in the Navy medical community.

Accredited Institution. A College or University in the United States or Puerto Rico listed as accredited in the latest issue of the Education Directory, Part 3, "Higher Education," published by the US Department of Health and Human Services (HHS). This includes institutions that have received provisional accreditation.

Annual Training (AT). A 45-day period designed to provide AFHPSP scholarship recipients an opportunity to experience the responsibilities of a Naval officer and to familiarize them with the operations of Naval Medical Department activities. If there is a conflict with academic schedules, all or part of an AT may be performed at a Naval Reserve Center near your school.

The Armed Forces Health Professions Scholarship Program (AFHPSP). Created by Public Law 92-426 on 21 September 1972.

AFHPSP Program Director. The Program Director is either a Navy Medical Service Corps officer or a senior civilian assigned to NMETC, Code OHA, who has direct management responsibility for the administration, support and supervision of the AFHPSP and its scholarship recipients.

BUMED. Bureau of Medicine and Surgery, Department of the Navy, Washington, DC.

Clinical Clerkship. A clinical tour at a Navy Medical Department activity designed for AFHPSP recipients who are interested in receiving elective credit toward graduation from their school, and who desire clinical exposure before making a final decision on specialty training.

CONUS. Continental United States.

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50

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11/19/2002

Defense Systems Network (DSN) (formerly called "AUTOVON."). The telephone communications system within the Department of Defense (DOD). Official calls can be made from most Reserve Centers, NROTC units and military installations.

DFAS. Defense Finance and Accounting Service (DFAS), Cleveland, Ohio.

Direct Deposit System (DDS). A pay system in which funds are electronically transferred from the Navy to your financial institution.

Ensign. The rank held by Navy students while they are in the AFHPSP. The corresponding Army and Air Force rank is "Second Lieutenant".

Fiscal Year (FY). The accounting period for US Government finances, from 1 October of one year to 30 September of the following year.

GMESB. The Navy Surgeon General's Graduate Medical Education Selection Board, held each fall (usually late November) to select Medical Department officers for Graduate Medical Education (GME) programs such as internships and residencies.

Leave Without Pay (LWOP). A period of leave from the Armed Forces Health Professions Scholarship Program in which the member is eligible for no tuition, stipend, reimbursement, or periods of Annual Training.

Medical Corps (MC).

Medical School Liaison Officer (MSLO). An Inactive/Active Reserve Medical Officer who holds a faculty or administrative appointment at a medical school, and who serves as the official representative of the Surgeon General of the Navy at the school.

Medical Service Corps (MSC).

Naval Hospital (NH).

Your website: <http://nshs.med.navy.mil/hpsp/Pages/HPSPHome.htm>

NSHS. Naval School of Health Sciences . All AFHPSP correspondence should be addressed to: NSHS/Code 13/8901 Wisconsin Ave./Bethesda, MD 20889-5612.

Nurse Corps (NC).

Per Diem. Money allotted for living expenses and incidentals while on official orders. Per diem varies depending on geographical location and availability of US government quarters and messing (meals).

Research Clerkship. AT assignments designed primarily for 1st year and 2nd year medical students, performed at Naval medical research facilities to allow students to participate in research projects.

Scholarship Recipient. Inactive Reserve officer holding a 1975 (medical), 1985 (dental), or 1995 (optometry) designator participating in the AFHPSP.

Shipboard Orientation. AT designed for students who have completed Officer Indoctrination School and who desire to participate in an operational tour aboard a combat ship, usually an aircraft carrier. This assignment includes working as a line officer in all aspects of shipboard life.

Social Security Number (SSN).

Surgeon General of the Navy (SG).

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52

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11/19/2002

APPENDIX A
REIMBURSEMENT CLAIM INSTRUCTIONS FOR EXPENDITURES
WHILE ON OFFICIAL BUSINESS (SF FORM 1164)

Block 1 - Insert Naval Medical Education & Training Command.

Block 2 - Leave blank.

Block 3 - Leave blank.

Block 4(a) - Rank; first name, middle initial and last name.

Block 4(b) Social security number.

Block 4(c) Full address where you want your check to be mailed.

Block 4(d) Insert a telephone number where you can be reached if a question arises regarding your claim.

Block 5 - Leave blank.

Block 6(a) - Show date of purchase. Display as day, month in letters, and year. Example: 12SEP84

Block 6(b) - Leave blank.

Block 6(c) FROM

Block 6(d) TO - Use these columns to itemize your individual purchases. identify textbooks by title and author. Group items by receipt and show tax by receipt. You may claim only those texts prescribed for and pertaining to the approved course of study.

6(e) - Leave Blank

6(h) - Leave Blank

6(i) - Leave blank

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11/19/2002

6(o) or 6(g) - Insert the individual price of each item in either block. List the price of each item separately from tax and discount. Show tax and discount in the same manner it appears on the receipts. Do not compound tax and discount with the individual item cost. Be consistent in using the same column for purchases. Subtotals if needed, insert the total of items listed on the back of the SF 1164 or continuation sheet(s).

Block 7 - AMOUNT CLAIMED - Total of entire claim

Block 8 - Leave Blank

Block 9 - Leave Blank.

Block 10 - CLAIMANT SIGN HERE - Sign and date. NO OTHER SIGNATURE WILL APPEAR ON THE FORM.

Block 11 Leave Blank

Block 12 - leave blank.

APPENDIX B
HEIGHT/WEIGHT TABLE

MALES MAXIMUM WEIGHT (POUNDS)	HEIGHT (INCHES)	FEMALES MAXIMUM WEIGHT (POUNDS)
---	58	139
---	59	141
---	60	144
161	61	147
164	62	151
167	63	155
170	64	160
174	65	164
178	66	168
181	67	172
185	68	176
188	69	179
192	70	183
196	71	187
200	72	---
205	73	---
210	74	---
215	75	---

NOTE: Height will be rounded up to the nearest whole inch,
weight will be rounded down to the nearest whole pound.

APPENDIX C
ORGANIZATIONAL BREAKDOWN

<u>CODE</u>	<u>DEPARTMENT</u>
OH	<u>MDAD Director</u>
OHA	<u>MDAD Assistant Director</u>
OH1	<u>Financial Management</u> <ul style="list-style-type: none">- Tuition- Reimbursements- Annual Training
OH2	<u>Systems Management</u> <ul style="list-style-type: none">- Medical Records- Service Records- Pay Research- Bonuses- Stipend
OH3	<u>Military Liaison</u> <ul style="list-style-type: none">- LWOP- Medical Waivers- Security Clearances
OH4 <u>Planning</u>	<u>Professional and Career</u> <ul style="list-style-type: none">- GME-1